

APPENDIX F **COUNSELOR-TO-CHILD RATIO WORKSHEET**

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education
DCF-F-2424 (N 04/2009)

STATE OF WISCONSIN

COUNSELOR-TO-CHILD RATIO WORKSHEET **DAY CAMPS FOR CHILDREN**

Use of form: Use of this form is voluntary. Day camps for children may use this form to determine the maximum number of children in a group and to ensure compliance with DCF 252. The ratio of counselors to children may not be less than the minimum number of counselors to children specified in Table DCF 252.42. To determine counselor-to-child ratios while swimming, see the department form Counselor-to-Child Ratio While Swimming Worksheet – Day Camps for Children (DCF-F-2455).

Instructions: When there is a mixed-age group, the counselor-to-child ratio shall be adjusted on a prorata basis according to age.

Date – Calculations Completed (mm/dd/yyyy)	Time of Day	Name – Group
Name – Counselor		Name – Counselor / Assistant Counselor

CALCULATIONS

1 Age – Child	2 Number of Children in Age Group	3 Numerical Weight for Age Group	4 Weight in Age Group Column 2 x Column 3
3 years to 4 years	x	.25	=
4 years to 5 years	x	.167	=
5 years through 6 years	x	.083	=
7 years and older	x	.056	=
Group Size TOTAL	=	Counselors Required TOTAL	=

CRITERIA

- When 9 or more children are present, whether at the camp or on a field trip, there shall be at least 2 adults available at all times and at least one of the adults shall be a counselor. The ratios in Table DCF 252.42 shall be met. 252.42(3)(e); 252.42(3)(k)
- When children 7 years of age and older are served in the same group with children ages 3 and 4, the ratio of counselors to all children in the group shall be consistent with the requirements for the youngest children in the group as specified in Table DCF 252.42. [252.42(3)(f)]
- Children of staff who attend the camp and who are on the premises for supervision and care shall be included in determining counselor-to-child ratios. 252.42(3)(j)
- When children are transported in a vehicle, there shall be at least one adult supervisor in addition to the driver whenever there are more than 3 children who have a disability or limited ability to respond to an emergency. 252.09(4)(b)
- There shall be at least one adult supervisor in addition to the driver when there are more than 10 children under 5 years of age in the vehicle. 252.09(4)(c)
- There shall be at least one adult supervisor in addition to the driver when there are more than 17 children 5 years and older in the vehicle. 252.09(4)(d)
- Ratios shall be adequate to manage and supervise the adventure-based activity based upon the number of children participating and type of activity, and at no time shall the counselor-to-child ratio be less than that specified in Table DCF 252.42. [252.44(13)(e)]
- The camp director shall be on the premises at all times. 252.42(1)(a)
- Counselors, whether paid or unpaid, who are counted in determining the counselor-to-child ratio shall be at least 18 years of age and have completed high school or the equivalent. 252.42(1)(c)
- Camp counselors shall not engage in any duties that are not related to caring for children when they are counted in meeting counselor-to-child ratios. 252.42(3)(i)
- Counselors who are considered in determining counselor-to-child ratios may not provide care to children more than 10 hours in any 24-hour period. 252.42(1)(d)
- A support staff person may only be considered in determining ratios during those hours when that person gives full attention to the care and supervision of children and that person meets the qualifications of a counselor. 252.42(3)(c)1. and 2.
- Children of staff who attend the camp and who are on the premises for supervision and care shall be included in determining counselor-to-child ratios. 252.42(3)(j)

EXAMPLES

Example 1 – 6 children age 5 years and 5 children age 7 years will be served in one group.

Children age 5 years	6	.083	=	.498	▶ 2 staff required (at least 1 counselor + 1 additional adult). See Criteria #1 for an explanation.
Children age 7 years	5	.056	=	.280	
Group Size TOTAL	9	Counselors Required TOTAL	=	.778	

Example 2 – 6 children age 3 years and 5 children age 7 years will be served in one group.

Children age 3 years	6	.25	=	1.5	▶ 3 counselors are required. See Criteria #2 for an explanation.
Children age 7 years	5	.056 (.25 see #2)	=	1.250	
Group Size TOTAL	11	Counselors Required TOTAL	=	2.75	